

U.S. DISTRICT COURT FOR THE WESTERN DISTRICT OF PENNSYLVANIA

COURTROOM DEPUTY CLERK

Starting Salary: CL 25/1 (\$33,407) - CL 27/1 (\$40,033)

THE POSITION

A Courtroom Deputy Clerk manages the judge's caseload and provides courtroom and other assistance through management of court calendars, attending court proceedings, recording pertinent results for minutes and drafting judgments. A Courtroom Deputy Clerk performs duties and responsibilities such as the following: manages cases by calendaring and regulating their movement using the Case Management/Electronic Case Files (CM/ECF) which is an automated case management and electronic docketing system; monitoring filing of pertinent documents and timely responses to judicial orders, setting dates and time for hearing, trials and conferences. Keeps judge and immediate staff informed of case progress. Reviews information relating to pending cases to ensure all records and reference material are available for use by the judge and counsel. Attends court sessions and conferences and assists with the orderly flow of proceedings, including setting up courtroom, taking notes of proceedings and rulings and preparing minute entries. Acts as liaison among the clerk's office, the bar and the judge to ensure that cases proceed smoothly and efficiently. Serves as primary source of information on scheduling conferences.

**The Court is an
Equal Opportunity Employer**

MINIMUM QUALIFICATIONS

To qualify for this position the individual must be a high school graduate or equivalent and possess

three years of progressively responsible clerical experience requiring the regular and recurring application of clerical procedures involving the routine use of keyboard skills and use of specialized terminology, and demonstrated ability to apply a body of rules, regulations, directives or laws. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices and corporate headquarters or personnel/payroll operations. College degree preferred. Possess the ability to type 35 WPM or better; ability to access and enter data on a network computer system; ability to work harmoniously with others; ability to effectively meet and serve the public and possess tact, good judgment, initiative and a neat appearance.

A written typing test and a general aptitude test will be administered prior to interview

OTHER INFORMATION

Successful applicants selected for interview will be required to undergo a credit and criminal background check and will be administered a written aptitude and typing test. The selected applicant must satisfactorily complete a probationary period. Training opportunities are available for career advancement. This position is subject to mandatory electronic fund transfer (EFT) participation for payment of net pay.

EMPLOYMENT BENEFITS

- 10 paid federal holidays
- 13 days paid vacation for first 3 years
- 20 days paid vacation after 3 years
 - 26 days paid vacation after 15 years
- Optional medical coverage
- Optional life insurance coverage

- Long-term care & disability options
- Retirement program
- Thrift Savings Plan
- Pre-tax medical and/or childcare spending accounts
- Pre-tax commuter spending account

APPLICATION DEADLINE

Resumes will be accepted until 4:30 p.m. on August 24, 2005. Due to the volume of resumes received, the Court will only communicate with those individuals who will be tested and interviewed for open positions. If you are not notified, another candidate within the recruitment process with more experience or higher qualifications was selected. **No telephone calls.**

Location of Position: Erie, PA

ANNOUNCEMENT #: 05-02
DATE POSTED: August 12, 2005

HOW TO APPLY

Cover letter and resume, including complete employment and educational history, should be mailed to Personnel Supervisor, U.S. District Court, P.O. Box 1805, Pittsburgh, PA 15230. Attention: Courtroom Deputy Clerk position. Resumes may also be delivered to the Erie Clerk's Office, Room A150, 17 South Park Row, Erie, PA 16501.

THE COURT

The United States District Court for the Western District of Pennsylvania covers a twenty-five county area and maintains offices in Pittsburgh, Erie, and Johnstown Pennsylvania.

The Court is authorized ten active district judges, five full-time magistrate judges and one part-time magistrate judge.

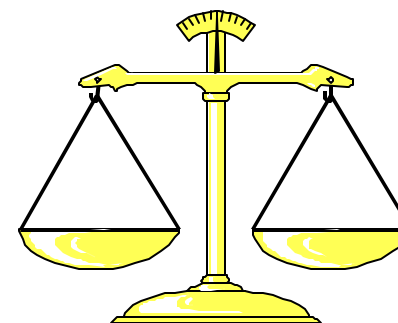
The Clerk's Office has a compliment of sixty-four positions and our staff has a reputation for courteous, efficient and quality service to litigants and the public.



United States District Court
Western District of Pennsylvania
Seventh Avenue and Grant Street
Pittsburgh, Pennsylvania 15219

P O S I T I O N

V A C A N C Y



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